

County of Sullivan, NH

Type of meeting: Board of Commissioners CDBG Public Hearings & Regular Business Meeting Minutes

Date/Time: Tuesday, January 17, 2012; 3:00 PM

Place: Unity, NH – County Complex, Sullivan County Health Care Facility, 1st Floor, Frank Smith Living Room

Attendees: Commissioners Bennie Nelson – Chair, Jeffrey Barrette – Vice Chair (arrived later in meeting) and John M. Callum Jr. – Clerk; Greg Chanis – County Administrator; John Cressy – Facilities & Operations Director; Ted Purdy – Sullivan County Health Care (SCHC) Administrator; Ross L. Cunningham – DOC Superintendent; Sharon Callum – Administrative Assistant/Minute Taker.

Public Attendees: Keith Thibault – Southwestern Community Services Inc. Chief Development Officer, Guy Santagate – Claremont City Manager, James Nielsen IV – Ward 1 Newly Elected Claremont City Mayor, Louis Remi Gendron – President of Congress of Claremont Senior Citizens Inc., Archie Mountain – Eagle Times Reporter/Argus Champion, Larry Converse – Claremont Citizen, Bernie Folta – Ward 3 Claremont City, Brenda Burns – Executive Director of the Sullivan County Nutrition Services Newport Senior Center Inc.

Agenda Item No. 1. CDBG Public Hearings – See Detailed Agenda Attached

3:01 The Chair, Bennie Nelson, opened the meeting, noting there would be three separate public hearings. Documents in the Board member's binders included: the two County plans, and documents supplied by Louis Gendron that included: letters from him to Senator Shaheen & Gregg, Congressman Hodes, a letter of support from him, and a map of the lot, approved by the Claremont Planning Board 2-16-96.

3:02 **Motion: to open the public hearing. Made by: Callum Jr. Seconded by: Nelson. Voice vote: All in favor. Comm. Barrette was absent from vote.**

REVIEW OF PROJECT:

Mr. Thibault distributed copies of his 1/17/2012 memo [Appendix A] addressed to the Sullivan County Commissioners, and noted:

- ☐ Each year the County is eligible for two CDBG funding sources:
 - o \$500,000 Housing and Public facility, and
 - o \$500,000 Economic Development

- ☐ They are requesting the County support the program by applying for CDBG Housing and Public facility funds and, if successful, accept the funds for site improvements on the Earl Bourdon Centre,
- ☐ Funds would pay for site improvements – parking and handicapped accessibility, engineering, audit and administrative tasks,
- ☐ This project is eligible for CDBG funding as it would assist low to moderate income persons through the nutrition program run out of the Centre; CDBG funds must primarily benefit low to moderate income individuals and households; at least 51% of the beneficiaries must be low to moderate income,
- ☐ The Application process is very competitive - only 50% of the applications submitted are approved,
- ☐ If the County Commissioners approve the project, the next step is to receive approval from the Claremont Planning Board,
- ☐ project estimated cost will come close to \$500,000, therefore, they'd like approval to borrow up to the \$500,000 maximum.

PUBLIC COMMENTS:

The Chair opened the floor to public comment

Bernie Folta introduced himself, noted he was former Chair of the Senior Centre, aware of the Sullivan County Nutrition Services and their operation in Claremont, Newport and Charlestown areas. He feels this fulfills a need. He noted he found on the web that Sullivan County Nutrition Services was recently incorporated January 2011 - nonprofit. He feels 'things' are operated very well at the Centre and outposts, would like to see the improvements, and supports the project.

Guy Santagate noted the Bourdon Centre is a 'big success story'; Claremont City strongly supports the improvement project, but was unable to apply as they exhausted their CDBG limit. Santagate spoke about previous collaborations with the County: the Pleasant Estates septic upgrades and Wainshall Mill project. Santagate noted, if approved by the County Commissioners, and when the application goes before the CDBG application Board, Claremont City will support the project by being in Concord. Santagate thanked the County for their past partnerships, and ask that they continue, noting the parking situation is cramped, and the Centre has outgrown the space. He added, the City is committed to a sewer project upgrade behind the Centre.

Brenda Burns noted when the Sullivan County Nutrition Services program began, through a grant, it expanded to include Newport, Claremont and Charlestown; they served 140,000 meals in the county last year, but parking has become a problem at the Centre. She feels the improvements are important to the community and it's members; in a recent survey they conducted, they discovered: 75% of the participates feel they are exposed to more social opportunities and eat a balanced meal, 74 % feel they eat less sodium due to the program, 72% say they are allowed

to stay at home because of the program. She noted, some are struggling to pay for medications and food, and the program allows them to get the nutrition they need. She noted, they are in favor of the project and would like Board to consider the request. Mr. Thibault distributed a copy of a memo from Brenda Burns [Appendix B.1-2]

Jim Nielson discussed visiting the Centre a year ago, and one of the main topics among seniors was where to find the cheapest meal; he's been at the Credit Union for 25 years, and knows how hard it is to get funds for non-profits; he feels it's important to get behind the project and encouraged the Board to support the request.

3:17 Motion: to close the first public hearing, Made by: Callum Jr. Seconded by: Nelson. Voice vote: All in favor. Barrette was absent for the vote.

SECOND PUBLIC HEARING:

Discussion of the Re-adoption of Sullivan County's Housing and Community Development Plan

3:17 Motion: to open the public hearing for re-adoption of the Housing & Community Development plan. Made by: Nelson. Seconded by: Callum Jr. Voice vote: All in favor. Barrette was absent from vote.

The Board reviewed the County's Housing & Community Development Plan [Document on line at www.sullivancountynh.gov , Programs & Grants Page], and noted there were copies available upon request.

S.C. HOUSING & COMMUNITY DEVELOPMENT PLAN DISCUSSION:

Mr. Thibault noted this was the County of Sullivan's Housing and Community Development Plan, which has seven (7) goals for development in the county, three (3) out of the seven (7) goals addressed the project: site improvements will help Goal 5, Goal 6 is to promote health and safety of county visitors, which the improvements will eliminate the difficult traverse down the hill to the entrance, and Goal 7 – health and social recreation services – the meal sites are sometimes the only social inter action seniors have, which also leads to other social inter actions. The Board just needs to reaffirm their plan.

PUBLIC COMMENTS:

Bernie Folta asked if the plan was on the website? Ms. Callum noted it was not, but confirmed the County would add it.

Mr. Thibault noted the plan was good, and used specifically for CDBG projects.

3:21 Commissioner Barrette entered the meeting room.

Louis Gendron thanked all for their support. He noted, the biggest thing in his mind - home deliveries: someone has to be there to take delivery, and those that have delivered have saved lives when they find someone on the floor, etc.

Hearing Closed by Chair.

3:24 Motion: made to close the hearing for re-adoption of the Housing & Community Development Plan. Made by: Callum Jr. Seconded by: Nelson. Voice vote: All in favor.

THIRD PUBLIC HEARING:

Discussion of the Residential Anti-Displacement & Relocation Assistance Plan

3:25 Motion: open the 3rd hearing to review the Anti-displacement Relocation Assistance plan. Made by: Callum Jr. Seconded by: Barrette. Voice vote: All in favor.

The Board reviewed the Residential Anti-Displacement & Relocation Assistance plan [Document on line at www.sullivancountynh.gov , Programs & Grants page].

S.C. RESIDENTIAL ANTI-DISPLACEMENT & RELOCATION ASSISTANCE PLAN DISCUSSION

Mr. Thibault noted this was a 'housekeeping' issue, and was being done per CDBG request – it's due on all applications; the Board must re-adopt the plan; the plan pertains to anyone who is displaced due to the project being funded – this would not be the case with this project. Commissioner Nelson, again noted, if anyone wanted copies they were available, and he opened the floor to public comments.

PUBLIC COMMENTS

Mr. Folta asked if this plan was also on the website, and if not, if it could be made available. Ms. Callum confirmed it would be added with the other to the website.

There were no other public comments.

3:26 Motion: to close the third hearing. Made by: Barrette. Seconded by: Nelson. Voice vote: All in favor.

MUNICIPALITY MOTIONS & VOTES

3:27 Motion A: approve submittal of the application [*] and vote to authorize the County Administrator to sign and submit the application and upon approval of the CDBG application, authorize the County Administrator to execute any documents which may be necessary to execute the CDBG contract. Made by: Barrette. Seconded by: Callum Jr. *Amendment: to

include "up to the amount of \$500,000", after "application". Voice vote on motion and amendment: All in favor.

3:28 **Motion B:** to reaffirm the updated Housing & Community Development Plan. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

3:29 **Motion C:** to adopt the Residential Anti-Displacement & Relocation Assistance Plan. Made by: Callum Jr. Seconded by: Barrette. Voice vote: All in favor.

3:29 **Motion:** to close the public hearing. Made by: Barrette. Seconded by: Callum Jr. Voice vote: all in favor.

3:30 *The Chair recessed the meeting for short break.*

3:42 *The Chair resumed the meeting. Those in attendance were: Commissioners Nelson, Barrette and Callum Jr., Mr. Chanis, Mr. Cressy, Mr. Purdy, Mr. Converse, Mr. Mountain (who left shortly after meeting resumed) and Ms. Callum.*

Agenda Item No. 2. Election of Officers

Agenda Item No. 2.a.b.&c. Chair, Vice Chair and Clerk

The County Administer, Greg Chanis, opened the meeting and entertained any motions to change the officers on the Board of Commissioners.

3:44 **Motion:** to stay with status quo, Chair – Bennie Nelson, Vice Chair – Jeffrey Barrette, and Clerk – John Callum Jr., as is. Made by: Callum Jr. Seconded by: Barrette. Voice vote: All in favor.

Agenda Item No. 2.d. Review of Committees

The Board tabled committee discussions to the next meeting.

Agenda Item No. 3. Sullivan County Health Care Administrator's Report, Ted Purdy

Agenda Item No. 3.a. Census

Mr. Purdy reviewed the following nursing home reports [Appendix C.1-7]

- ☐ December 2011 Medicare, Private, Medicaid, HCBC, Managed Care, Medicare Revenue: Medicare came in at 11 v. budget 9, have 3,800+ variance for month

- ☐ Revenue Review thru 12/31/11 – received Medicaid assessment payment for 2nd Qtr., but it's not booked - will appear on next month report, showing \$500,00 under for expenses; anticipates Proshare will be higher than budget
- ☐ Quarter Resident Census – confirmed ECC is on the right path and they are developing a marketing plan, local hospitals are taking people directly from Dartmouth, which affects the skilled census.
- ☐ Medicare Length of Stay Analysis – current census 133, 9 skilled
- ☐ December 2011 Monthly Admission/Discharge Summary: 10 admissions/12 discharges
- ☐ YTD Admissions / Discharges: 49 admissions / 48 discharges
- ☐ Month-end Aged Analysis

Agenda Item No. 3.b. Staffing

Mr. Purdy, noted they are searching for an evening nurse supervisor

Non Agenda Item

Mr. Purdy noted they've seen a few GI cases – not lasting long, have ramped up usual protocol and have not seen further cases.

Agenda Item No. 5. **County Administrator's Report, *Greg Chanis***

Agenda Item No. 5.a. Bio Mass CHP Update

Mr. Chanis noted they held an hour conversation with Wilson Engineering and developed a draft time line [Appendix D], which they could refer to if the Board elected to proceed with the project; Chanis spoke to Wilson Engineering about comparing the previous feasibility study and issues the county should consider, for e.g.:

1. Increase build size, or, ease to expand, should they decide to add an additional boiler,
2. factor in funds to increase wood chip storage space,
3. factor in funds to match siding and roof pitch of the Community Corrections Center (CCC) building,
4. factor into the design an enclosed office,
5. factor in moving the Cleaver Brooks boiler to the CHP facility,
6. consider connecting Ahern building to the system,
7. factor in loads of big propone air heater in kitchen,
8. factor in demolition cost of farm building (cow barn) - looks like best spot for the bio mass facility; update old demolition estimate - consider two options:
 - a. tear down and leave concrete, or
 - b. remove both building and concrete
9. Building process – envision design build process; hire company to design and build, but have separate engineering support contract to: help define basis of contract, assess RPF's and choose contractor, work with contractor throughout design contract and construction phases and close out.

10. Cost Estimate and Funding Sources - Chanis distributed a "*Unity Biomass CHP Project Draft Budget Estimate dated January 17, 2012*" document [Appendix E] and discussed costs for primary design, engineering support, and demolition of existing structure; discussed several grant funds available and bonds - Wilson identified two potential grants, and noted the County would be in a better position to attain the \$250,000 if project has been approved for the 'go ahead' by the Board and Delegates, North Country R&C is not a competitive grant, and EECBG monies are already in our hands. March 1st is the deadline for forest service grant.

Chanis suggested, Commissioners request Delegation authorize bonding of project for "x" dollars – hold public hearing; with goal to approve bond by mid-February. Commissioner Nelson would like Wilson Engineering to present a PowerPoint to the Executive Finance Committee. Chanis would like to firm up the costs and will e-mail revised budget to Board; he suggested a special meeting to review further data and decide on project.

Non Agenda Item Special Meeting Noted

The Board decided to post a special meeting for Tue., Jan. 31st, 3 PM in Newport.

Other business

Mr. Chanis noted the Department Head FY13 Budget process review is scheduled for 9 a.m. Jan 18th.

Agenda Item No. 4. **Department of Corrections Superintendent's Report, Ross L. Cunningham**

Agenda Item No. 4.a. Population Census

Superintendent Cunningham distributed the January 17, 2012 *Daily Report* document [Appendix F] from Sergeant S. Coughlan, and reviewed it with the Board. He provided a separate report to Commissioner Barrette of the State prison breakdown – per previous meeting request.

Agenda Item No. 4.b. Staffing

Supt. Cunningham noted they are recruiting for three (3) Correctional Officer vacancies.

Agenda Item No. 4.c. Contracts: Chubb Software Support Agreement

Supt. Cunningham distributed copies of the Chubb (a UTC Fire & Security Company) Software Support Agreement [Appendix G.1-5] - pertains to integration between touch screen for both buildings, and includes software that controls the locks. This was a project started with the building of the CCC - vendor name Red Hawk; since the contract was put into place, the firm was sold to Chubb; there would have been a software agreement with Red Hawk, once all up and running; they have outstanding work: cameras to install and they need to complete the touch screen programming;

Chubb came on site to view all equipment; after negotiations, Chubb reduced the price; it is a two (2) year contract; contract cost would come from the DOC Contracted Services line - running a good surplus in this line.

4:24 Motion: to authorize Supt. Cunningham to accept the software support agreement with Chubb for DOC control system. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Non Agenda Item NHAC Priority Bills 2012 Session

Supt. Cunningham distributed a copy [Appendix H.1-2] of NH State House Bills NHAC is monitoring' Corrections Affiliate responded to several reflecting corrections; he'll be attending some of the bill hearings. Commissioner Barrette asked how often the superintendents attend these hearings. Cunningham noted the affiliate presidents typically attend most. Barrette is not comfortable with Cunningham speaking on behalf of the County, but was comfortable with him speaking on behalf of the Corrections Affiliate. Mr. Chanis concurred that this was an issue debated previously, and other Boards run into the same issue. Barrette noted, he'd feel more comfortable, when the Superintendents plan to testify, advising the Board, so that they could discuss the ramifications to Sullivan County. Both Callum Jr. and Nelson concurred.

Non Agenda Item Video Arraignment Update

Supt. Cunningham noted the video arraignment project is moving along; Judge Cardello received a list of items the court and DOC would need, from Judge Kelly; Cunningham confirmed the DOC has the necessary equipment in order to conduct the telephone arraignment piece.

Non Agenda Item Inmate Continuing Education

Supt. Cunningham noted they have a Claremont offender who will be starting high school; he's been doing tutoring in the jail; his tutors have requested he leave the jail during the week to attend classes at the high school.

Agenda Item No. 6. Commissioners' Report

Agenda Item No. 6.a.i. Old Business: County Grant Application & Process Policy. Plus the updated Application

The Board reviewed the policy dated March 6, 2007 [Appendix I] of which had been re-adopted each year; and reviewed the FY 2013 grant application and process document [Appendix J.1-8]. Commissioners feel the process works well, exhausted the process and diligence occurs during the interviews and later reviews.

4:46 Motion: we approve the policy and procedure as written. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Agenda Item No. 6.a.ii. Old Business: Draft FY13 Budget Schedule

Mr. Chanis distributed a draft schedule [Appendix K] for when the Department Heads meet with the Board of Commissioners.

Agenda Item No. 6.b.i. New Business: NACo Prescription Discount Program:
Decide on Revenue Feature

Mr. Chanis distributed copy of Jan. 13, 2012 e-mail from Andrew Goldschmidt of NACo [National Association of Counties], and noted the NACo Prescription Discount Card program is offering another feature to the program, giving the counties an opportunity to receive revenues, and, thereby, reducing the discount citizens receive on prescriptions, or, choose to keep the plan the way it is. County Administrator and Board members would like to see citizens receive as much discount as possible – no plan change.

Non Agenda Item County Facility Tour for Select Town/City Officials
Commissioner Nelson noted they had previously toured selectman offices, and the towns/city officials had talked about coming to the County – when would the best time to do so be? Mr. Chanis suggested they schedule this when weather is better. Commissioner Barrette suggested they schedule this during budget process, and tour through the jail facility, shooting range, and nursing home.

Agenda Item No. 7. Public Participation

Larry Converse asked if the County's liability cost would decrease if the [lower fire pond] dam was taken out. Mr. Chanis suspects not, as the property / liability policy does not identify the County having a fire pond. Commissioner Nelson, added, it would decrease the liability, should something happen that affects neighboring owners.

Larry Converse asked if they have noticed a change in power costs since installing the new air conditioning system at the nursing home? Mr. Chanis pointed out it has only been two to three months since the work was complete, but suspects they won't see a large change. Mr. Cressy confirmed they discontinued the use of 25 individual air conditioning units with the new work, but he will look into energy costs. Commissioner Nelson concurred, he'd like to see the data also.

Larry Converse asked, when they tie in boilers to the wood chip boiler, and the kitchen make up air, could they come up with formula of savings? Mr. Chanis confirmed it would be part of the pre engineering requirements - it will be complicated as it's not always running.

Agenda Item No. 8. Probable Executive Session
Mr. Chanis noted the Executive Session was not needed at this time.

Agenda Item No. 9. Meeting Minutes Review

Agenda Item No. 9.a. Jan 3, 2012 Public Meeting Minutes

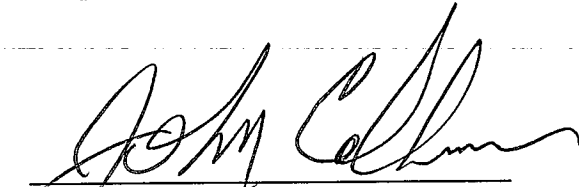
5:00 Motion: to approve the 1/3/12 public minutes as written. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Agenda Item No. 9.b. Jan 3, 2012 Executive Session Meeting Minutes

5:01 Motion: to approve and continue to keep the 1/3/11 Executive Session minutes sealed, until the issue is resolved. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

5:02 Motion: to adjourn. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Respectfully submitted,



John M. Callum Jr., Clerk
Board of Commissioners
County of Sullivan, NH

JC/sjc

Date minutes approved:

02/21/12



Tuesday January 17th, 2012, 3 PM

Sullivan County NH, Board of Commissioners
Regular Business Meeting
AGENDA – 2nd Revision

Meeting Location: Unity County Complex – Sullivan County Health Care

Frank Smith Living Room, 1st Floor

MapQuest/Google Address: 5 Nursing Home Drive, Claremont, NH 03743

- 3:00 PM – 4:00 PM 1. CDBG Public Hearings – See Detailed Agenda Attached
- ☐ Discussion of the CDBG Project
 - ☐ Discussion of the Re-adoption of Sullivan County's Housing & Community Development Plan
 - ☐ Discussion of the Residential Anti-Displacement & Relocation Assistance Plan
 - ☐ Municipality Motions & Votes
 - ☐ Close of Public Hearings
- 4:00 PM – 4:10 PM 2. Election of Officers
- a. Chair
 - b. Vice Chair
 - c. Clerk
 - d. Review of Committees
- 4:10 PM – 4:30 PM 3. Sullivan County Health Care Administrator's Report, *Ted Purdy*
- a. Census
 - b. Staffing
- 4:30 PM – 4:50 PM 4. Department Of Corrections Superintendent Report, *Ross L. Cunningham*
- a. Population Census
 - b. Staffing
 - c. Contracts: Chubb Software Support Agreement
- 4:50 PM – 5:10 PM 5. County Administrator's Report, *Greg Chanis*
- a. Bio Mass Feasibility Study: Tour Update
 - b. Other business

The times reflected on this agenda, other than the start time, are estimates. Actual time will depend on level of interest and participation.



- 5:10 PM – 5:25 PM 6. Commissioners' Report
- a. Old Business
 - i. Review County Grant Application & Process Policy, plus the updated Application
 - ii. Review Draft Budget Schedule with Departments
 - b. New Business
 - i. NACo Prescription Discount Program: Decide on Revenue Feature
- 5:25 PM – 5:35 PM 7. Public Participation
- 5:35 PM – 5:55 PM 8. Probable Executive Session Per RSA 91-A:3.II.d County Building Lease Discussion
- 5:55 PM – 6:00 PM 9. Meeting Minutes Review
- a. Jan 3, 2012 Public Meeting Minutes
 - b. Jan 3, 2012 Executive Session Minutes
- 5:00 PM 10. Adjourn meeting

Upcoming Events / Meetings:

- **Jan 16th Newport County State Complex Closed in observance of Martin Luther King Jr's Day**
- **Jan 18th Wed. Greater Sullivan County Public Health Medical Reserve Corps Recognition Dinner**
- **Jan 31st Tue. Sullivan County Wellness Commission Meeting**
- **Feb 2nd Thu. VRH Community Health Needs Assessment Meeting**
- **Feb 7th Tue. Sullivan County Board of Commissioners Meeting**
 - **Time:** 3 PM
 - **Place:** Newport, 14 Main Street – 1st Floor Commissioners Conf. Rm

The times reflected on this agenda, other than the start time, are estimates. Actual time will depend on level of interest and participation.

Sullivan County Commissioner's CDBG Public Hearing Agenda/Overview

There will be three public hearings which will be opened and closed. Once all hearings are closed three separate motions will be made and voted on.

First Public Hearing – Discussion of the CDBG Project

1. Chair will open meeting
2. Keith Thibault of Southwestern Community Services will
 - a) Explain the CDBG program
 - b) Review the amount of money being asked for and describe the project for which the funds will be used.
 - c) Review how the project conforms with Sullivan County's Housing and Community Development Plan
 - d) Explains low-moderate income benefit of the project
3. The Chair will open the floor to public comment on the project
4. Commissioner motions to close the public hearing on the project portion of the CDBG block grant hearing.
5. Motion is seconded to close the first public hearing
6. Vote on the motion to close the first public hearing

Second Public Hearing – Discussion of the Re-adoption of Sullivan County's Housing and Community Development Plan

1. Commissioner motions to open the second public hearing
2. Motion is seconded
3. Vote on motion to open the second public hearing
4. Keith Thibault of Southwestern Community Services will
Will state that Sullivan County's Housing and Community Development Plan (HCDP) was adopted most recently on May 3rd, 2011 and that no new changes need to be made to the HCDP based on this CDBG project
5. The Chair will open the floor to public comment on the project
6. Commissioner motions to close the public hearing of the re-adoption of Sullivan County's Housing and Community Development Plan
7. Motion is seconded to close the second public hearing
8. Vote on the motion to close the second public hearing

Third Public Hearing – Discussion of the Residential Anti-Displacement and Relocation Assistance Plan

1. Commissioner motions to open the third public hearing
2. Motion is seconded
3. Vote on the motion to open the third public hearing
4. Keith Thibault of Southwestern Community Services will
 - a. Explain the Residential Anti-Displacement and Relocation Assistance Plan
 - b. Explain that there is not any displacement or relocation planned as a result of this project
 - c. If displacement or relocation becomes necessary as a result of this project a displacement implementation plan must be submitted to the Community Development Finance Authority prior to obligating or expending funds
5. The Chair will open the floor to public comment
6. Commissioner motions to close the public hearing of the Residential Anti-Displacement and Relocation Assistance Plan
7. Motion is seconded to close the third public hearing
8. Vote on the motion to close the third public hearing

Municipality Motions and Votes

A1. Commissioner motions to approve submittal of the application and vote to authorize the Chair to sign and submit the application, and upon approval of the CDBG application, authorize the Chair to execute any documents which may be necessary to effectuate the CDBG contract.

A2. Seconded by Commissioner

A3. Vote on the motion

B1. Commissioner motions to re-affirm the updated Housing and Community Development Plan.

B2. Seconded by Commissioner

B3. Vote on the motion

C1. Commissioner motions to adopt the Residential Anti-Displacement and Relocation Assistance Plan.

C2. Seconded by Commissioner

C3. Vote on the motion

The Chair closes the Public Hearing



Southwestern Community Services

Over 40 years of people helping people in Cheshire and Sullivan counties

MEMORANDUM

To: Sullivan County Commissioners

From: Keith F. Thibault, chief development officer/SCS

Date: January 17, 2012

Subject: Earl M. Bourdon Centre - Community Development Block Grant

Thank you for talking the time to schedule the Public Hearings today. We are looking for support from the county for the development of a Community Development Block Grant (CDBG) to support the community meals program at the Earl M. Bourdon Centre on Maple Avenue in Claremont.

The community meals program has unfortunately become a victim of its own success. The Earl M. Bourdon Centre has limited parking and this has become a daily problem during the time that the facility is being used for the midday meal. Folks from the community utilizing this meal site are plagued with extremely limited parking options and difficulty with access to the development, especially those who are physically handicapped.

We are seeking CDBG funding to make site improvements that will increase the number of parking spaces as well as enhance handicapped accessibility. There is unused land on the site that can easily be developed for this purpose. Some preliminary civil engineering work has begun. This work will also benefit the persons who live at the Earl M. Bourdon Centre by reducing the "competition" for parking spaces.

We expect that we will need up to \$500,000 to pay for site improvements, engineering, audit and administrative tasks. The county is eligible to apply for and accept up to \$1,000,000 in CDBG funds each year. We are requesting the ability to apply for up to \$500,000 from the CDBG's Housing and Public Facilities funds. The county would still be eligible to apply for and accept up to \$500,000 for Economic Development projects during calendar year 2012.

Thanks again for your time and attention to this matter. We appreciate your support.

CC: John A. Manning, CFO/SCS
Lou Gendron, Earl M. Bourdon Centre



**SULLIVAN COUNTY NUTRITION SERVICES
NEWPORT SENIOR CENTER, INC.**

P.O. BOX 387 • 76 SOUTH MAIN ST. • NEWPORT • NEW HAMPSHIRE • 03773
Newport Site- 863-3177 • Claremont Site- 543-3072 • Charlestown Site – 826-5139

BRENDA BURNS, Executive Director- (603) 863-5139

January 17, 2012

Dear Sullivan County Commissioners,

Sullivan County Nutrition Services is a program designed to provide home-delivered meals (meals-on-wheels), transportation (Newport only) and congregate meals to seniors aged 60 and older.

Sullivan County Nutrition Services has been in existence since 1972. At that time, Sullivan County Nutrition Services served 25 meals per day. In 1980, Sullivan County Nutrition Services (SCNS) expanded to Claremont and Charlestown in order to meet the increasing demand for services.

Our Claremont site was established with the generosity of the Earl Bourdon Center and their contribution of space. SCNS provides home-delivered and congregate meals from this facility.

SCNS has seen a 33% increase in the number of congregate meals served at the Earl Bourdon Center within the past six years. The increased attendance has created a situation whereas an increase in parking spaces is needed in order to continue to meet the increased demand.

The congregate meal program assists individuals in remaining independent and healthy. A recent survey, taken by congregate meal participants in Claremont, revealed that 75% of the participants feel he/she is exposed to more socialization opportunities because of attending the congregate meal program.

Congregate meal participants (79%) have said that he/she eats a more balanced meal because of attending the congregate meal site and 74% reported he/she consumes less sodium/fat because of the meals provided by SCNS. Living independent in ones own home is very important to the individuals who frequent our congregate meals program. It

is so important to him/her that 72% of these individual have said attending the congregate meal program allows him/her to live in his/her own home independently and with dignity.

The congregate meal program is a vital part of the lives of many older adults. The congregate meal program reduces isolation, for those who are still able to get out into the community, and reduces depression symptoms, which occurs more often in older adults.

Participation in the congregate meal program gives individuals an opportunity to eat a nutritious meal he/she may not otherwise be able to receive because of the increasing food cost we all face each day or because he/she is juggling with whether or not to purchase food or medications.

As a result, we know that the congregate meal program reduces the need for additional medical attention, fewer medications and keeps the brain active. Therefore, Sullivan County Nutrition Services supports the requests of Congress of Claremont Senior Citizens in their efforts to increase parking at the Earl Bourdon Center.

Sincerely,

A handwritten signature in cursive script that reads "Brenda Burns".

Brenda Burns
Executive Director

DECEMBER 2011

MEDICARE							
	Dec 2010 Compare	Dec 2010 AVG CENSUS	Dec 2011 Actual	Dec 2011 AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
CENSUS:	188	6	340	11	279	9	61
REVENUE	\$98,337.47		\$157,880.61		\$139,500.00		\$18,380.61
AVERAGE RATE PER DAY	\$523.07		\$464.35		\$500.00		-\$35.65

PRIVATE						
	<i>Dec 2010 Compare</i>	<i>Dec 2010 AVG CENSUS</i>	Dec 2011 Actual	Dec 2011 AVG DAILY CENSUS	BUDGETED	VARIANCE
CENSUS:	627	21	547	18	620	-73
REVENUE	\$147,345.00		\$135,875.00		\$151,900.00	-\$16,025.00
AVERAGE RATE PER DAY	\$235.00		\$248.40		\$245.00	\$3.40

MEDICAID							
	Dec 2010 Compare	Dec 2010 AVG CENSUS	Dec 2011 Actual	Dec 2011 AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	3,579	115	3,398	110	3,503	113	-105
REVENUE	\$486,529.26		\$504,772.90		\$505,097.57		-\$324.67
AVERAGE RATE PER DAY	\$135.94		\$148.55		\$144.19		\$4.36
MCD Bed hold @ \$0.00			0				

HCBC (RESPIRE)							
	Dec 2010 Compare	Dec 2010 AVG CENSUS	Dec 2011 Actual	Dec 2011 AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	0	0	0	0		0	0
REVENUE	0		\$0.00		\$424.66		-\$424.66
AVERAGE RATE PER DAY	\$0.00		\$0.00				\$0.00

MANAGED CARE							
	Dec 2010 Compare	Dec 2010 AVG CENSUS	Dec 2011 Actual	Dec 2011 AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	0	0	0	0	0	0	0
REVENUE	\$0.00		\$0.00		\$0.00		\$0.00
AVERAGE RATE PER DAY	\$0.00		\$0.00		\$0.00		\$0.00

	Dec 2010 Compare	Dec 2010- AVG CENSUS	Dec 2011 Actual		0		
TOTAL CENSUS	4,394		4,285		\$0.00		
AVERAGE CENSUS		142.6		138.2	0	142.0	
	\$732,211.73		\$798,528.51		\$796,922.23		

MEDICARE B REVENUE						
	<i>Dec 2010 Compare</i>		Dec 2011 Actual		BUDGETED	VARIANCE
	\$45,025.74		\$45,259.87		\$43,010.16	\$2,249.71
	\$777,237.47		\$843,788.38		\$839,932.39	
					TOTAL MONTHLY REVENUE VARIANCE	\$3,855.99

\$1,606.28

\$3,855.99

Appendix C.2

Revenue Review thru 12/31/2011

	Annual Budget	184 Days YTD Budget	YTD	Variance	
Medicaid	5,947,116	2,997,998	3,230,103	232,105	
Private	1,788,500	901,600	475,019	(426,581)	
Insurance	20,000	10,082	8,612	(1,471)	
Respite (HCBC)	5,000	2,521	2,238	(283)	
Medicaid Assessment	1,876,647	469,162	381,951	(87,211)	Paid quarterly (1st qtr paid)
Medicare Part B (Total)	506,410	255,286	254,889	(397)	
Medicare Part A	1,642,500	828,000	574,436	(253,564)	
Proshare	598,052			-	Paid at end of FY
Net Variance from Operations				(537,403)	
Misc Income	15,000	7,562	12,680	5,118	
Laundry	85,000	42,849	35,848	(7,001)	
Cafeteria	15,000	7,562	9,141	1,579	
Meals	339,164	170,976	169,582	(1,394)	
Prior Year ARRA adj			(394)	(394)	
Total Revenue	12,838,389	5,693,597	5,154,104	(539,493)	

Sullivan County Nursing Home
Quarterly Resident Census

Resident Census - FY 12

	TOTAL DAYS	MEDICAID		PRIVATE		SKILLED		HCBC		MANAGED		LEAVE		TOTAL DAYS	
	AVAILABLE	DAYS		DAYS		DAYS		RESPITE		CARE		DAYS		FILLED	
Jul-11	4836	3559	84.88%	513	12.23%	112	2.67%	7	0.17%	0	0.00%	2	0.05%	4193	86.70%
Aug-11	4836	3595	86.46%	525	12.63%	30	0.72%	5	0.12%	0	0.00%	3	0.07%	4158	85.98%
Sep-11	4680	3462	87.12%	419	10.54%	89	2.24%	0	0.00%	0	0.00%	4	0.10%	3974	84.91%
1ST QUARTER	14,352	10,616	86.13%	1,457	11.82%	231	1.87%	12	0.10%	0	0.00%	9	0.07%	12,325	85.88%
Oct-11	4836	3509	82.76%	435	10.26%	294	6.93%	0	0.00%	0	0.00%	2	0.05%	4240	87.68%
Nov-11	4680	3350	81.25%	439	10.65%	333	8.08%	0	0.00%	0	0.00%	1	0.02%	4123	88.10%
Dec-11	4836	3397	79.28%	546	12.74%	340	7.93%	0	0.00%	0	0.00%	2	0.05%	4285	88.61%
2ND QUARTER	14,352	10,256	81.09%	1,420	11.23%	967	7.65%	0	0.00%	0	0.00%	5	0.04%	12,648	88.13%
Jan-12			#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Feb-12			#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Mar-12			#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
3RD QUARTER	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Apr-12			#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
May-12			#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Jun-12			#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
4TH QUARTER	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
FY '12 TOTAL	28,704	20,872	83.58%	2,877	11.52%	1,198	4.80%	12	0.05%	0	0.00%	14	0.06%	24,973	87.00%
YTD AVG.		113.4		15.6		6.5		0.1		0.0		0.1		135.7	

Avg
Census

134.0

137.5

Resident Census - FY 11

	TOTAL DAYS	MEDICAID		PRIVATE		SKILLED		HCBC		MANAGED		LEAVE		TOTAL DAYS	
	AVAILABLE	DAYS		DAYS		DAYS		RESPITE		CARE		DAYS		FILLED	
Jul-10	4836	3457	79.69%	588	13.55%	280	6.45%	11	0.25%	0	0.00%	2	0.05%	4338	89.70%
Aug-10	4836	3500	79.20%	570	12.90%	349	7.90%	0	0.00%	0	0.00%	0	0.00%	4419	91.38%
Sep-10	4680	3489	81.84%	587	13.77%	182	4.27%	0	0.00%	2	0.05%	3	0.07%	4263	91.09%
1ST QUARTER	14,352	10,446	80.23%	1,745	13.40%	811	6.23%	11	0.08%	2	0.02%	5	0.04%	13,020	90.72%
Oct-10	4836	3577	80.96%	660	14.94%	178	4.03%	0	0.00%	0	0.00%	3	0.07%	4418	91.36%
Nov-10	4680	3508	82.15%	574	13.44%	186	4.36%	0	0.00%	0	0.00%	2	0.05%	4270	91.24%
Dec-10	4836	3607	82.09%	596	13.56%	188	4.28%	0	0.00%	0	0.00%	3	0.07%	4394	90.86%
2ND QUARTER	14,352	10,692	81.73%	1,830	13.98%	552	4.22%	0	0.00%	0	0.00%	8	0.06%	13,082	91.15%
Jan-11	4836	3700	82.41%	576	12.83%	213	4.74%	0	0.00%	0	0.00%	1	0.02%	4490	92.85%
Feb-11	4368	3201	80.41%	536	13.46%	243	6.10%	0	0.00%	0	0.00%	1	0.03%	3981	91.14%
Mar-11	4836	3356	80.48%	640	15.35%	171	4.10%	0	0.00%	0	0.00%	3	0.07%	4170	86.23%
3RD QUARTER	14,040	10,257	81.14%	1,752	13.86%	627	4.96%	0	0.00%	0	0.00%	5	0.04%	12,641	90.04%
Apr-11	4680	3183	77.41%	656	15.95%	261	6.35%	9	0.22%	0	0.00%	3	0.07%	4112	87.86%
May-11	4836	3227	75.31%	756	17.64%	291	6.79%	9	0.21%	0	0.00%	2	0.05%	4285	88.61%
Jun-11	4680	3099	74.42%	832	19.98%	233	5.60%	0	0.00%	0	0.00%	0	0.00%	4164	88.97%
4TH QUARTER	14,196	9,509	75.70%	2,244	17.86%	785	6.24%	18	0.14%	0	0.00%	5	0.04%	12,561	88.48%
FY '11 TOTAL	56,940	40,904	79.73%	7,571	14.76%	2,775	5.41%	29	0.06%	2	0.00%	23	0.04%	51,304	90.10%
YTD AVG.		112.1		20.7		7.6		0.1		0.0		0.1		140.6	

Avg
Census

141.5

142.2

140.5

138.0

Medicare Length of Stay Analysis
Sullivan County Health Care (SC)

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1/11/2012 11:34 AM
AR7400A

	Dec 2011	Nov 2011	Oct 2011	Sep 2011	Aug 2011	Jul 2011	Jun 2011	May 2011	Apr 2011	Mar 2011	Feb 2011	Jan 2011	12 Mos.	Calendar YTD
Total Admits & Readmits (All payer types)	10	9	10	9	4	7	4	6	10	11	10	13	103	103
MCR # Admits & Readmits	8	6	9	7	2	3	3	4	7	6	6	8	69	69
MCR # Discharges from facility	5	2	2		1	1	4	4	1	3	1	6	30	30
MCR Discharged LOS	14.0	49.0	21.5		33.0	37.0	42.0	22.0	20.0	30.7	23.0	18.8	26.2	26.2
MCR # End or A/R Change	5	3	5	3	2	4	5	1	1	5	4	1	39	39
MCR End or A/R Change LOS	52.2	36.3	22.2	14.7	6.0	42.5	83.0	40.0	29.0	52.2	31.3	49.0	41.7	41.7
Total Average MCR LOS	33.1	41.4	22.0	14.7	15.0	41.4	64.8	25.6	24.5	44.1	29.6	23.1	34.9	34.9
Total MCR Days	340	333	294	89	30	112	233	291	261	171	243	213	2610	2610
Rehab RUGs	330	333	290	89	20	107	215	270	255	171	209	188	2477	2477
% of Total MCR Days	97%	100%	89%	100%	67%	96%	92%	93%	98%	100%	86%	88%	95%	95%
Non-Rehab RUGs	10		4		10	5	18	21	6		34	25	133	133
% of Total MCR Days	3%		1%		33%	4%	8%	7%	2%		14%	12%	5%	5%
Default Days														
% of Total MCR Days														
A ADL (low dependency)	170	150	155	54	15	29	79	70	62	63	135	139	1121	1121
% of Total MCR Days	50%	45%	53%	61%	50%	26%	34%	24%	24%	37%	56%	65%	43%	43%
B ADL (medium dependency)	90	41	44	22	11	5	70	167	93	42	58	71	714	714
% of Total MCR Days	26%	12%	15%	25%	37%	4%	30%	57%	36%	25%	24%	33%	27%	27%
C ADL (high dependency)	80	142	95	13	4	78	84	54	106	66	50	3	775	775
% of Total MCR Days	24%	43%	32%	15%	13%	70%	36%	19%	41%	39%	21%	1%	30%	30%
Medicare Net Revenue	\$157,881	\$159,233	\$146,775	\$49,530	\$12,082	\$56,328	\$128,317	\$162,808	\$159,085	\$98,315	\$122,701	\$109,063	\$1,362,117	\$1,362,117

Month-end Aged Analysis

Appendix C.7.

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1/11/12 11:33 AM
AR6100B

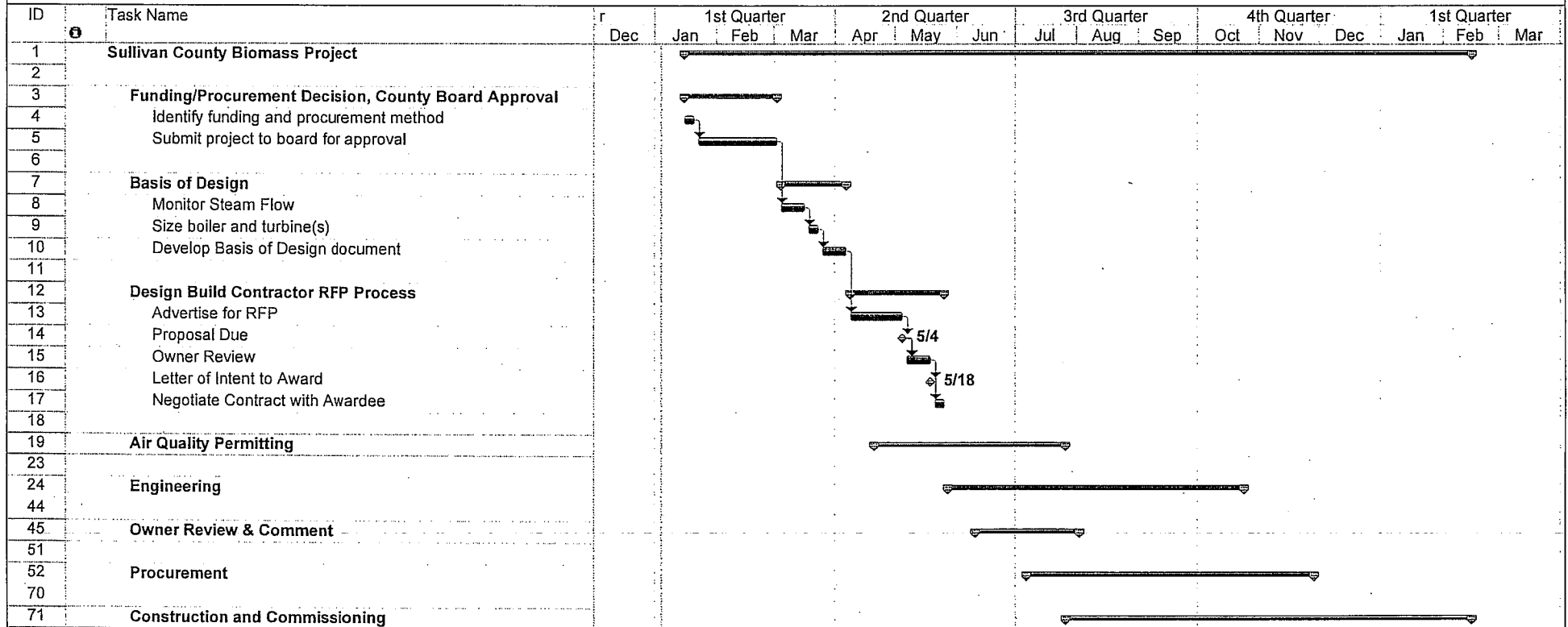
Sullivan County Health Care (SC) For the Month of Dec, 2011

Resident (Res #) (Discharge Date)

Type Balance	Dec/	Nov/	Oct/	Sep/	Aug/	Jul/	Jun/	May/	Apr/	Mar/	Feb/	Jan/	Dec/	Balance
Aged Analysis Summary														
HCB					801.60	1,122.24		1,442.88	1,442.88				2,833.11-	2,176.49
INS	17,892.39	20,793.09	13,331.77	5,262.72	3,396.55	1,154.92	5,235.03	6,441.55	5,192.76	5,506.56	3,609.68	887.52-	60,823.11	147,752.61
MCD	414,169.16	13,209.05	19,016.81	22,694.46	31,037.27	13,013.34	11,460.85	21,130.17	6,687.06	6,057.82	3,327.44	2,006.56	30,824.84	594,634.83
MCP														
MRA	125,477.11	312.04	13.76-	0.11	0.12		0.20	0.57	0.32	0.22	0.08-	0.12	7,051.31-	118,725.66
MRB	36,206.98	2,044.41	1,677.45	1,262.98	160.08	64.73	227.86	63.26	946.27	1,320.81	1,077.49	1,597.78	50,035.22	96,705.30
MXA	7,363.50	8,268.50	4,277.00				5,396.70	9,063.20	6,091.70	265.47-	1,500.00		40,459.30	82,154.43
MXB	4,036.99	3,491.22	24.75	7.55-	373.96	305.75	416.69	525.05	331.60	662.98-	336.80-	780.09-	14,629.31	22,347.90
PVT	27,519.00	37,012.52	17,447.50	20,210.00	15,570.00	7,788.13	8,636.37	17,774.09	17,452.15	12,816.91	11,193.10	10,525.87	180,022.65	383,968.29
RES	2,377.59-	3,687.47-	2,834.61	1,161.62-	2,493.49	390.09-	1,846.77	712.43	3,989.37	3,039.23	3,982.40	5,024.67	4,554.45-	11,751.75
PHC													375.00-	375.00-
HST													100.00	100.00
PIN														
HSR														
Totals:	630,287.52	81,443.36	58,596.13	48,261.10	53,853.07	23,059.02	33,220.47	57,153.20	42,134.11	27,813.10	24,353.23	17,487.39	362,280.56	1,459,942.26
	43.17%	5.58%	4.01%	3.31%	3.69%	1.58%	2.28%	3.91%	2.89%	1.91%	1.67%	1.20%	24.81%	100.00%

Dec 2011								
FY12								
Admission/Discharge Summary								
					Admissions		Discharges	
HCB	Home				0		0	
					0		0	
MCD	Assisted Living						2	
	Expired							
	Home							
	Hospital						4	
	Nursing Home							
				MCD Subtotal	0		6	
MRA	Assisted Living							
	Expired						2	
	Home							
	Hospital				8		3	
	Nursing Home							
				MRA Subtotal	8		5	
PVT	Assisted Living							
	Expired						1	
	Home				2			
	Hospital							
	Nursing Home							
	Private home/apartment							
					2		1	
				PVT Subtotal				
TOTAL					10		12	

Sullivan County, NH Biomass CHP Project Schedule



Project: Sullivan County, NH Biomass
Date: 1/4/12

Task
Split

Progress
Milestone

Summary
Project Summary

External Tasks
External Milestone

Deadline

**Unity Biomass CHP Project
Draft Budget Estimate
January 17, 2012**

Estimated Project Costs		
Primary Design / Build Contract	2,400,000	Estimate
Engineering Support Services Contract	70,000	Not to exceed
Demolition of existing structure(s)	50,000	Estimate
Total Estimated Project Cost		2,520,000

Potential Non Bonded Funding Sources		
Surplus County EECBG Funds	55,000	definite
North Country R&C	25,000	Estimate
Forest Service Grant	250,000	Competitive
Sub-Total		330,000

Estimated Project Cost to be Bonded	2,190,000	With all grant funding
--	------------------	-------------------------------



Sullivan County Department of Corrections
103 County Farm Rd
Claremont, NH 03743

Appendix F

Intra-Department Memorandum

From: Sergeant S. Coughlan
Subject: Daily Report
To: Superintendent Ross L. Cunningham

Date: January 17th, 2012
At: Classification Department

POPULATION DATA:

House of Corrections	Pre-Trial Inmates	Protective Custody
Male – 42 Female – 10	Male – 29 Female – 10	Male – 0 Female – 0

Total In-House Population: 91 In-House Population on 01/17/2011 – 100

Unit Breakdown (included in the above count):

Unit 1 – 25	Male Flex – 15	Female Flex – 5
Unit 2 – 11	Male Treatment – 6	Female Treatment – 1
Unit 3 – 19	Male Work Release – 6	Female Work Release – 2
OBS – 1		

Jail Total: 55 **CCC Total: 35**

CENSUS DATA:

Home Confinement/EM	Hillsborough Cty	Cheshire Cty	Strafford Cty
Male – 6 Female – 1	Male – 1 Female – 0	Male – 1 Female – 1	Male – 1 Female – 0

NHSP/SPU	VT State Prison	Grafton Cty	Merrimack Cty
Male – 10 Female – 0	Male – 1 Female – 0	Male – 0 Female – 1	Male – 1 Female – 0

Total Census Population: 114 Census Population on 01/17/2011 – 120

Individuals Housed at SCDOC for other Facilities:

1 Male from NHSP
1 Male from Cheshire County DOC - 2 Female from Cheshire County DOC
1 Female from Grafton County DOC

Individuals seen by P&P prior to release:

Males – 0 Females – 0

Pre-Trial Services Program – Total: 22

Male – 17
Female – 5



Software Support Agreement

Agreement Number iS59126

Includes

Factory Software Support

Prepared for

Sullivan County Department of Corrections
103 County Farm Road
Claremont, NH 03743

Prepared by

Chubb, a UTC Fire & Security Company
200 Myles Standish Blvd
Taunton, MA 02780
Ph: 1-800-528-3059
Fax: 508-828-1661

Commonwealth of Massachusetts / License No: 7012C

The data contained in all of these pages has been submitted in confidence and contains trade secrets and/or privileged or confidential commercial or financial information. Such data shall be used or disclosed for evaluation purposes, provided that the contract is awarded to this proposer as a result of or in connection with the submission of this proposal, the Customer shall have the right to use or disclose the data herein to the extent provided in the contract. This restriction does not limit the Customer's right to use or disclose data obtained without restriction for any source, including the proposer.



Software Support Agreement

Agreement Number	Date of Offering	Customer	Page
IS59126	January 12, 2012	Sullivan Co. Dept. of Corrections	2

AGREEMENT DESCRIPTION:

By and Between

Chubb – A UTC Fire & Security Co.
200 Myles Standish Blvd.
Taunton MA 02780
(Hereinafter "Seller")

Sullivan County Department of Corrections
103 County Farm Road
Claremont NH 03743
(Hereinafter "Customer")

SALES AGREEMENT OVERVIEW

The annual price of this Software Support Agreement is \$9,251.00

The commencement date of this Agreement is retroactive to October 6, 2011, per the Manufacturer's direct specification and registration requirements.

The initial term of this Agreement is two (2) years, as required by the Software Manufacturer to bring the system support term current.

Our price includes:

1. Bringing the currently obsolete software version up to date.
2. Updating the previously expired support term with the manufacturer.
3. Annual software version upgrades, as made available by the manufacturer.
4. Installation of service packs, product fixes, and firmware as made available by the manufacturer.
5. Telephone Technical Support: A qualified operator of the system must make all requests for telephone technical support. Any call made by a non-qualified operator may be refused support for security reasons. This is for our customers' protection as well as preventing unnecessary calls to our Customer Support Team.
6. Software Maintenance Releases: The Software Maintenance and/or Enhancement Release provision is included in the Service plan. This provision includes updated version releases and updated documentation as appropriate. It also includes any software maintenance service packs available from the vendor.

Our price excludes the following:

1. Additional service, repairs, replace equipment &/or future reprogramming of existing equipment.

System Info:

Access Control Software Manufacturer: GE
Software: GlobalCare Support
Serial Number: #1130009

Term of Contract:
Date Begin: 10/06/2011
Date End: 10/05/2013

System Location:

103 County Farm Road, Claremont, NH



Software Support Agreement

Agreement Number	Date of Offering	Customer	Page
IS59126	January 12, 2012	Sullivan Co. Dept. of Corrections	3

FOR ALL SERVICE WORK COMPLETED OUTSIDE THE SCOPE OF THIS AGREEMENT

Service Rate Schedule

Priority Response: Available Monday – Friday, 8am to 5pm.

Emergency Response: *Available 24 x 7. Service Rate for Emergency Response will be billed as Overtime (1.5 times the normal hourly rate). This includes all requests during non-business hours, as well as weekends and holidays.

All Service Calls: will be billed in accordance with our standard service rates. Rates are subject to change.

Products Not Purchased from Chubb: On many occasions, the Customer Support Team (CST) is requested to provide assistance on hardware and/or software products not purchased and/or installed by Chubb, or assistance is required due to problems caused by these products. When requested, the CST will attempt to provide assistance where possible. All assistance for such support requests will be billable under the prevailing T&M Rates in effect.

Products No Longer Supported

In a case where the manufacturer's system requirements have been set to a level no longer supported by the customer's server or network capabilities, Chubb will make available any new specific system requirement information necessary. The Software Support Agreement annual renewal will cease until the Customer has made available the appropriate equipment/server upgrades, thus allowing Chubb to complete the system upgrade.

Please note that no replacement parts or materials, or service to repair or replace equipment is included in the Scope of Agreement.

This includes damage caused by misuse, abuse, accident, and or Acts of God (such as disaster, fire, flood, power outage, water, wind, lightning, war and or terrorism). In addition, items designed to fail in order to protect the equipment, such as power and/or lightning suppressors, are also not covered by this plan. All work to perform service repairs or replacements will be completed as billable service calls as described above.

Agreement Number	Date of Offering	Customer	Page
IS59126	January 12, 2012	Sullivan Co. Dept. of Corrections	4

SOFTWARE SUPPORT AGREEMENT GENERAL TERMS & CONDITIONS

THE FOLLOWING TERMS AND CONDITIONS WILL GOVERN ALL TRANSACTIONS BETWEEN CUSTOMER AND SELLER FOR THE SERVICES THAT ARE THE SUBJECT OF THIS AGREEMENT ("AGREEMENT") AND ANY RELATED EQUIPMENT PROVIDED TO THE CUSTOMER HEREUNDER. THESE TERMS AND CONDITIONS ARE INCORPORATED BY REFERENCE INTO ANY PURCHASE ORDER ISSUED BY CUSTOMER AS IF EXPRESSLY SET FORTH THEREIN. ANY ADDITIONAL OR DIFFERENT TERMS OR CONDITIONS CONTAINED IN CUSTOMER'S PURCHASE ORDER OR IN ANY OTHER DOCUMENT SHALL BE DEEMED OBJECTED TO BY SELLER AND SHALL BE OF NO FORCE OR EFFECT.

THE PARTIES EXPRESSLY AGREE THAT MONITORING SERVICES ARE SPECIFICALLY EXCLUDED FROM THE SCOPE OF THIS AGREEMENT.

1. TERM AND TERMINATION: This Agreement shall be in effect for two (2) years from the date provided above and shall automatically renew for additional one (1) year terms unless terminated by either party upon at least sixty (60) days advance written notice but not earlier than 120 days advance written notice prior to the expiration of the original term or of any renewal thereof. If such automatic renewal is not permissible by law, then this Agreement shall renew for the maximum period allowable by such law. Any early cancellation during the initial term of the agreement will result in required payment in full by the Customer for the initial term of the Agreement.

2. PAYMENT: As a condition of performance, payment of the service fee is to be made yearly in advance to cover services in the succeeding twelve (12) month period. The service fee will increase annually by three percent (3%) on the anniversary of the commencement of service to reflect increases in material and labor costs. The Customer will promptly pay invoices within forty-five (45) days of invoice date. Should a payment become thirty (30) days or more delinquent, Seller may stop all service under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand. A finance charge will be added to past due accounts at the rate of one and one-half percent (1.5%) per month, or at the highest legal rate, whichever is less.

3. TAXES: The Customer shall be responsible for all taxes applicable to the services provided hereunder.

4. SERVICE HOURS: Seller will perform all work during normal business hours: Monday through Friday, 8 a.m. to 5 p.m. Any requests for work to be performed outside normal business hours will be billed at Seller premium rates in effect at the time the work is performed. Any fire protection systems discovered at the time of inspection or added to the above premises after the date of this Agreement shall be inspected by Seller and Customer shall pay an additional price commensurate with the usual charges made by Seller and thereafter such systems will be added to the scope of this Agreement at a mutually agreed upon price.

5. SITE CONDITIONS: Customer shall provide a safe working environment and unencumbered access to all spaces where work is to be performed by Seller. Customer acknowledges that Seller's service personnel have been instructed not to perform any work in hazardous locations until working conditions have been made safe, as determined in the service personnel's sole discretion, and it is the responsibility of the Customer to take any measures necessary to eliminate such hazards before the work may proceed. Customer will be billed for all such time service personnel are dispatched regardless of whether the services are performed, unless Customer has provided Seller with at least forty-eight (48) hours advance notice of cancellation.

6. EQUIPMENT COVERED: Seller will provide Customer with the services described herein for the equipment listed on the Equipment Inventory List provided herein. Any additions to or deletions from the Equipment Inventory List, and any change in the service price as a result thereof, must be made in writing and signed by both Seller and Customer.

7. TIME AND MATERIALS SERVICE WORK: In the event that Seller is asked by Customer to perform service work on a time and materials basis during the term of this Agreement, and such work is outside the scope of work contemplated herein, the Customer understands and agrees that any such time and materials work will be performed by Seller pursuant to the terms and conditions contained herein at the Seller's rates in effect at the time the work is performed.

8. WARRANTY:

INSPECTION WARRANTY - Seller makes no warranty, express or implied, in connection with any inspections services provided hereunder.

SERVICES WARRANTY - For any services provided on a time and materials basis, and excluding inspection services, Seller warrants that the services provided hereunder will be performed in accordance with generally accepted industry standards and practices. In the event that any services fail to comply with the foregoing standard within ninety (90) days from the date services are completed, Seller will re-perform the non-complying services at no additional charge.

PRODUCTS / REPLACEMENT PARTS WARRANTY - Any equipment or replacement parts provided by the Seller will be warranted for a period of ninety (90) days from the date the equipment or replacement parts are installed by Seller. In no event shall Seller have any obligation to make repairs, replacements or corrections required, in whole or in part, as the result of (i) normal wear and tear, (ii) accident, disaster or other event beyond the reasonable control or fault of Seller, (iii) misuse, fault or negligence of or by Customer, (iv) use of the equipment or replacement parts in a manner for which they were not designed, (v) causes external to the equipment or replacement parts such as, but not limited to, water damage, power failure or electrical power surges or (vi) use of the equipment or replacement parts supplied by the Seller in combination with equipment or software not supplied by the Seller. Any installation, maintenance, repair, service, relocation or alteration to or of, or other tampering with the equipment or replacement parts performed by any person or entity other than Seller without Seller's prior written approval, or any use of replacement parts not supplied by Seller, shall immediately void and cancel all warranties with respect to the affected products.

PHYSICAL SECURITY - Notwithstanding the foregoing, and excluding inspection services, equipment and labor provided by Seller on any physical security equipment specified on the Equipment list attached hereto shall be warranted for a period of one (1) year from the date the physical security equipment or replacement parts are installed by Seller.

THE FOREGOING WARRANTIES ARE THE SOLE AND EXCLUSIVE WARRANTIES GIVEN BY SELLER IN CONNECTION WITH THE SERVICES PERFORMED AND PRODUCTS PROVIDED HEREUNDER, AND ARE IN LIEU OF ALL OTHER WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, ORAL OR WRITTEN, WHICH ARE HEREBY DISCLAIMED AND EXCLUDED BY SELLER, INCLUDING WITHOUT LIMITATION ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR USE.

9. INSURANCE: Seller agrees to maintain the following insurance during the term of the Agreement with limits not exceeding the stated amounts: (a) Comprehensive General Liability insurance covering bodily injury and property damage with a limit of \$1,000,000 per occurrence and \$2,000,000 general aggregate, (b) Statutory workers' compensation and employer's liability insurance. If Seller is performing services on Customer's site, Customer will be named as additional insured under the Commercial General Liability policy only with respect to liability arising out of bodily injury or property damage but only to the extent resulting from the negligent acts or omissions of Seller or its willful misconduct arising out of the ongoing performance of its obligations under the contract. Seller does not waive its rights to subrogation or provide copies of its policies, certified or otherwise nor does it provide endorsements.

10. FORCE MAJEURE: Seller shall not be liable for any failure to perform or for any interruption of any service to be performed hereunder, or in the performance of an obligation hereunder as a result of an event beyond its reasonable control, including, but not limited to, strikes, industrial disputes, fire, flood, acts of God, war, vandalism, riot, national emergency, acts of terrorism, embargoes or restraints, supplier default, extreme weather or traffic conditions, order or other act of any governmental agency, and shall not be required to supply any service to the Customer while interruption of such service due to any such cause shall continue. Service charges shall cease until service is resumed.

11. MUTUAL WAIVER OF DAMAGES: NOTWITHSTANDING ANYTHING ELSE IN THIS AGREEMENT, NEITHER PARTY SHALL BE LIABLE FOR ANY INDIRECT, LIQUIDATED, CONSEQUENTIAL, SPECIAL OR ECONOMIC LOSS, COST LIABILITY, DAMAGE OR EXPENSES HOWSOEVER ARISING, WHETHER OR NOT FORESEEABLE AND WHETHER OR NOT DUE TO NEGLIGENCE OF EITHER PARTY IN PART OR IN WHOLE.



Software Support Agreement

Agreement Number	Date of Offering	Customer	Page
IS59126	January 12, 2012	Sullivan Co. Dept. of Corrections	5

12. LIMITATION OF LIABILITY: Notwithstanding anything to the contrary herein and to the extent permitted by law, the aggregate liability of Seller to the Customer, whether in contract, tort (including negligence), or otherwise will be limited to one (1) times the contract value, provided however the foregoing does not limit the liability of Seller for any injury to, or death of a person, caused by the gross negligence of Seller.

13. ENVIRONMENTAL: Customer agrees and acknowledges that Customer shall be solely responsible for all costs, expenses, damages, fines, penalties, claims, and liabilities associated with or incurred in connection with hazardous materials or substances discovered upon, beneath, about, or inside Customer's equipment or property, and Customer shall be solely responsible for reporting the presence of said hazardous materials or substances to the proper governmental authorities. Customer further agrees and acknowledges that title to, ownership of, and legal responsibility and liability for any and all such hazardous materials and substances at all times shall remain with Customer and that Customer shall be solely responsible for the removal, handling, and disposal of all hazardous materials in accordance with all applicable governmental regulations.

14. COMMERCIAL ITEMS: Seller agrees only to perform a contract for the sale of a commercial item on a fixed-price or time and material basis. The components, equipment and services proposed by Seller are commercial items as defined by the Federal Acquisition Regulations ("FAR") Part 2, and the prices in any resulting contract and in any change proposal are based on Seller's standard commercial accounting policies and practices, which do not consider, and will not meet, any special requirements of U.S. Government cost principles and procedures under FAR or similar procurement regulations.

15. GENERAL: (a) This Agreement and the Scope of Work constitutes the entire Agreement between Customer and Seller and supersedes all prior written and oral agreements in relation to the work contemplated under this Agreement. (b) No amendments, modifications, or supplements to this Agreement shall be binding unless in writing and signed by both parties. (c) This Agreement shall not be in effect or binding upon Seller until signed by its duly authorized representative(s). Customer may not assign its rights or delegate its duties hereunder without the specific, written consent of Seller.

16. GOVERNING LAW: This Agreement shall be interpreted in and governed by the laws of the State in which the work is to be performed including all matters of construction, validity, performance and enforcement. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original and of equal force and effect.

17. COSTS AND ATTORNEYS' FEES: In the event that it shall become necessary for Seller to employ a collection agency or attorney to collect unpaid charges or any other sums Customer may owe hereunder, Customer shall be liable to Seller for Seller's reasonable and necessary costs of collection and attorneys' fees incurred in such collection activities. In the event of any other legal proceeding related to this Agreement, the prevailing party in such proceeding shall be entitled to recover its costs and reasonable attorneys' fees from the other party.

18. SEVERABILITY: If any term, covenant, condition or provision of this Agreement, or the application thereof to any circumstance, shall, at any time or to any extent, be determined by a court of competent jurisdiction or an arbitrator to be invalid or unenforceable, the remainder of this Agreement, or the application thereof to circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term, condition or provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

19. SUBCONTRACTING: Seller shall have the right to subcontract, in whole or in part, any services which Seller may perform. Customer acknowledges that this contract and particularly those paragraphs relating to Seller's limited liability inure to the benefit of, and are applicable to, any assignees and/or subcontractors with the same force and effect as they bind customer to Seller.

20. NOTICES: All notices under this Agreement shall be in writing, signed, dated and sent by overnight courier or registered or certified U.S. mail, postage prepaid, return receipt requested, to the parties at the addresses shown below. All changes of address must be in writing and delivered as provided in this Section. Notices are deemed given when deposited, as described above, with the U.S. mail or in the overnight receptacle.

Any such notice, if sent by the Customer to the Seller, shall be addressed as follows:

Attn: Wayne LaRoche, Chubb – A UTC Fire & Security Company, 200 Myles Standish Blvd., Taunton, MA 02780

And if sent by the Seller to the Customer, shall be addressed as follows:

Attn: Capt. Douglas Roberts, Sullivan County Department of Corrections, 103 County Farm Road, Claremont, NH 03743

SIGNATURES CONSTITUTE ACCEPTANCE OF THE TERMS AND CONDITIONS CONTAINED HEREIN

Chubb Fire & Security

Proposed By:

Loren Bergstrom – Service Sales Rep

1/12/12

Date

Sullivan County Department of Corrections

Accepted By:

Date

Chubb Fire & Security

Accepted By:

Wayne LaRoche – General Manager

Date

New Hampshire Association of Counties – Priority Bills – 2012 Session			
House Bill #	Explanation	Provisions	Status
HB 334	Relative to the state's authority to prohibit or regulate firearms, firearms components, ammunition, firearms supplies, and knives	This bill, as amended by the full House, provides that the state legislature has the exclusive authority to regulate firearms thereby removing the authority of local governments to regulate firearms on county premises or in county buildings	opposed
HB 1158	Relative to the authority of the superintendent of a county correctional facility	This bill allows the court to recommend or the superintendent at any time to allow a person to be released for purposes of employment, for performance of uncompensated public service, for day reporting, or for a home confinement program	Support – Ross will be present at hearing on Jan 24 at 10am LOB, rm 204
HB 1179	Imposing an extended term of imprisonment for assault against a health care worker (add corrections officers)	This bill adds health care worker to the list of victims of assault when the penalty will include an extended term of imprisonment	Support – Ross will be present at hearing on Jan 24 at 10:30am LOB rm 204
HB 1185	Relative to the police standards and training council	This bill does not specifically concern county issues but it would take all revenue that currently funds council operations (penalty assessments) and instead deposit the revenue in the general fund. It has been put on the watch list because in the fiscal note response the council states the bill does not add an additional requirement for the council to train and certify county corrections officers. The question has been asked about why this language was included because the bill does not mention county corrections	On a monitor status – bill language is unclear
HB 1189	Establish a committee to study the privatizing of county corrections operations	This legislative committee would study the extent privatization of operations can be achieved and the costs and net saving resulting.	Opposed

New Hampshire Association of Counties – Priority Bills – 2012 Session			
HB 1259	Relative to payment of medical expenses for individuals who surrender themselves to law enforcement or corrections officials	This bill provides that a person who surrenders to a state or county correctional facility for confinement and who requires transportation to a medical facility for treatment prior to incarceration shall be liable for all expenses	Support – Ross will be present on Jan 26 at 10:30am LOB, rm 204
HB 1475	Relative to enforcement of interstate compacts	This bill would prohibit state officials from enforcing any provision of an interstate compact based on another state's law which has not been specifically approved by the NH legislature.	Monitor – language is unclear and may affect compacts entered into by correctional facilities. Ross will attend hearing on Jan 31 at 11am
HB 1496	Relative to the certification of county correctional personnel for the purposes of the NH retirement system	This bill removes the requirement that NHAC certify county correctional personnel for inclusion in group II of the system. The bill continues to require certification after successful completion of a course of training approved by the Police Standards and Training Council. It does not state which other entity would provide certification and/or who would provide the training.	Opposed – Ross will be present on Feb 9 at 1:15m LOB rm 306
SB 242	Establishing a commission to study the administration of the Belknap County DOC	This would establish a study by a senator, house member from Belknap Cty, the Belknap Cty sheriff, Belknap Cty Supt, at least 2 Belknap Cty Commissioners and a representative of NHAC. The study would include investigating the effects of replacing the superintendent with the sheriff.	Opposed – Ross will be present on Jan 17 at 10:30am LOB rm 101

Sullivan County Board of Commissioners

Grant Application Policy and Procedure

Statement of Purpose:

The Sullivan County Board of Commissioners recognizes and endorses the current procedure of providing financial assistance to non-profit agencies located within Sullivan County. The Commissioners also acknowledge their fiduciary responsibility and are obligated by State Statutes to act as overseers to any and all funds allotted to the County from the taxpayers of Sullivan County and other regulatory / governmental entities. It is with these intentions the Sullivan County Board of Commissioners establish a "Grant Application Policy and Procedure."

Policy:

The Sullivan County Board of Commissioners may include in the annual budget an account that establishes a disbursement of grant resources to non profit agencies. The intent of these funds is to give support and to assist the applying non profit agent during the developmental stage of establishing a program. Additionally, these funds may be used to maintain existing programs that fall within the parameters of this policy. The amount of the line item account will be 1 - 2% of Fund 10 / General Fund. **Please note; when calculating the total Fund 10 amount, the line item for County Grants should not be included.**

Procedure:

A. Provision of Notice: The Sullivan County Commissioners Office will advertise throughout local media sources the availability of "Grant Applications."

1. It will be the responsibility of the applicant to attain the Grant Application and to be mindful of the process.

B. Grant Application: Attachment "A."

1. To be considered, the Grant Application must be returned on time.
2. The Grant Application must be fully completed or it will not be considered.


C. Prerequisites:

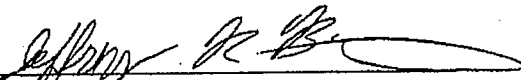
1. All applying agencies must make their program(s) available to the majority of Sullivan County's municipalities.

Effective Date: February 20, 2007
See motion @ 5:01 PM

Sullivan County Board of Commissioners


Ethel Jarvis, Chairman


Ben Nelson, Vice Chairman


Jeff Barrette, Clerk

3/6/07
Date

Appendix J.1

SULLIVAN COUNTY
INSTRUCTIONS FOR APPLICANT ORGANIZATIONS



DRAFT

A. GENERAL INFORMATION

1. Please return this application by: **MARCH 16, 2012, FRIDAY, 4 PM.**
2. Thirteen copies of all forms must be returned on white paper.
3. Other similar forms may be used to substitute for Form 2 (statistics), Form 3 (goals/objective), and Form 4 (budget). If other forms are used, they must contain all requested information in a clear and understandable format.
4. County grant funds will **NOT** be used for any type of administrative services without the approval of the County Commissioners and the Executive Finance Committee.
5. **Under no circumstances** should County grant funds be used for meals, alcohol and conferences.
6. **This application must be fully completed or it will not be considered.**

B. SUPPORT MATERIAL: One copy of the following material must be included:

- ☐ Names & addresses of all board members, offices.
- ☐ Current and proposed salary schedule for all employee positions for the current fiscal year and the proposed fiscal year.
- ☐ Detailed budget profile showing actual income and expenses for the past completed fiscal year.
- ☐ Detailed budget profile for the current fiscal year showing total budget for the year, actual income and expenses to date, accounts receivable and payable, and fund balance.
- ☐ Narrative statement explaining significant differences (if any) between current and proposed budgets.
- ☐ Copy of your tax exempt status letter from the Department of Treasury if not already on file at the County Office.
- ☐ Copy of your most recent financial audit.
- ☐ Organization chart.
- ☐ Organizational mission statement.
- ☐ Narrative statement explaining the specific use(s) of the County grant funds.

Appendix J.2

**SULLIVAN COUNTY COMMISSIONERS
14 MAIN STREET
NEWPORT NH 03773**

PROPOSAL FORM 1

1. ORGANIZATION: _____
ADDRESS: _____
CONTACT PERSON: _____ PHONE: _____ EMAIL: _____
2. YOUR ORGANIZATION'S FISCAL YEAR: FROM: _____ To: _____
3. DATE YOUR ORGANIZATION WAS FORMALLY FORMED: _____
4. ARE YOUR FINANCES AUDITED? _____ LAST FISCAL YEAR AUDITED: _____
BY WHOM? _____
5. WHAT IS YOUR IRS TAX EXEMPT NUMBER? _____
6. YOUR PREVIOUS 3 YEAR'S REQUESTS & ALLOCATIONS FROM SULLIVAN COUNTY:

YEAR	AMOUNT REQUESTED	AMOUNT ALLOCATED

7. Please list all programs operated by our agency in the lettered space below. Please be consistent and maintain the same letter for the same program throughout this proposal. Also indicate the amount of money you are receiving this year and requesting next year from Sullivan County for each program.

	PROGRAM	RECEIVING THIS YEAR	REQUESTING FOR NEXT YEAR
A.			
B.			
C.			
D.			
E.			
F.			
TOTAL			

SULLIVAN COUNTY

J3

PROPOSAL FORM 2

1. ORGANIZATION:

2. Please indicate all towns (inside and outside Sullivan County) where your programs are available and the number of people served by town and program during the past year.

Towns / city		NUMBER OF PEOPLE SERVED BY PROGRAM(s)					
		a	b	c	d	e	f
Acworth							
Charlestown							
Claremont							
Cornish							
Croydon							
Goshen							
Grantham							
Langdon							
Lempster							
Newport							
Plainfield							
Springfield							
Sunapee							
Unity							
Washington							

3. Does your organization serve the entire county?

4. What other organizations(s) provide(s) similar programs in the county?

J.4,

SULLIVAN COUNTY
INSTRUCTIONS - PROPOSAL FORM 3
INSTRUCTIONS FOR GOAL AND OBJECTIVE CHART

Please complete a Goals and Objectives chart for each program for which County funds are requested. Language should be clear and understandable. Refrain from using jargon familiar to your program only. *An example is shown on page six.*

A goal is the end result that the program is trying to achieve. It is a description of the intended change in a condition/situation or its effects on people.

An objective is a short-term accomplishment to bring about the goal. Objectives are:

- Quantifiable/measurable
- Time referenced
- Realistic/attainable
- Specific
- Compatible with goal

The purpose of having goals and objectives are to help:

- Identify and define desired changes and improvements, not simply continuance of status quo.
- Make possible clear definitions of accountability.
- Make possible measurement of program and organizational effectiveness.
- Focus attention on end results rather than activity.
- Stimulate creative thinking.
- Provide a sense of direction.
- Provide a basis for rational utilization of scarce resources.

J.5

SULLIVAN COUNTY
PROPOSAL FORM 3
GOAL AND OBJECTIVE CHART

ORGANIZATION: _____ **PROGRAM:** _____

PROGRAM GOAL: _____

PROGRAM OBJECTIVES NEXT (APPLICATION) YEAR FY	PROGRAM OBJECTIVES & ACCOMPLISHMENTS TO DATE THIS YEAR FY	PROGRAM OBJECTIVES & ACCOMPLISHMENTS LAST YEAR FY

SULLIVAN COUNTY COMMISSIONERS

J.6.

PROPOSAL FORM 3

GOAL AND OBJECTIVE CHART

ORGANIZATION: _____ PROGRAM:

PROGRAM GOAL:

PROGRAM OBJECTIVES NEXT (APPLICATION) YEAR FY	PROGRAM OBJECTIVES & ACCOMPLISHMENTS TO DATE THIS YEAR FY	PROGRAM OBJECTIVES & ACCOMPLISHMENTS LAST YEAR FY
1. To serve one home meal per day 5 days per week, to an average of 35 home bound people during the year (9100 meals)	Same objective for 32 people. Served average of 30 people per day in first 2 months of FY 95.	Same objective for 28 people (7280 meals). 7300 meals actually serviced.
2. To telephone daily by volunteers all known and verified isolated, home-bound people in order to ensure their safety during the program year. (12 individuals, 12 volunteers, 4368 telephone calls anticipated)	Same objective for 6 people/volunteers/2190 calls. Service started in Dec. 1994, 6 volunteers recruited, 2 people enrolled.	Service not provided

5.7

PROPOSED BUDGET FOR FISCAL YEAR 20	GRAND TOTAL	MANAGEMENT & SUPPORT	PROGRAM TOTAL	PROGRAMS					
BY PROGRAM & MANAGEMENT	1	2	3	A	B	C	D	E	F
REVENUES									
1 Sullivan County									
2 Government Grant:									
3 Government Grant:									
4 Government Grant:									
5 Client Paid Fees									
6 Fees Paid By Other Than Client									
7 United Way									
8 Foundations									
9 Sale of Material									
10 Contributions, Dues, Special Events									
11 Investment Income									
12 Other:									
13 TOTAL REVENUE (Add 1 through 12)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENSES									
14 Salaries									
15 Employee Benefits									
16 Payroll Taxes									
17 Professional Fees									
18 Supplies									
19 Telephone									
20 Postage									
21 Occupancy									
22 Equipment									
23 Printing									
24 Travel									
25 Conferences, Meetings									
26 Insurance									
27 Staff Development									
28 Other:									
29 TOTAL EXPENSES (Add 14 through 28)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
30 MANAGEMENT EXPENSES (line 29, col. 2) Distributed To Programs									
31 GRAND TOTAL: PROGRAM EXPENSES (Total Lines 29 and 30)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

SULLIVAN COUNTY
PROPOSAL FORM 5

If funding is allocated by Sullivan County, we agree to supply the following:

1. ___ Quarterly financial statements including total budget, year-to-date expenses and revenue, and fund balance;
2. ___ Quarterly statistical program report;
3. ___ A written update of any major program, staff, or financial change.

We understand that funding from Sullivan County is contingent upon appropriation by vote of the County Delegation and subject to the above terms. The County fiscal year is July 1 to June 30.

We understand approved payments will be made quarterly, contingent on the County receiving specific documentation from our program that indicates said funds were used to substantiate specific programs.

We also understand approved quarterly payments will be released upon receipt of a bill from our organization and that the fourth quarter invoice and documentations is received by the Commissioners Office within the fiscal year end, June 30, 2013.

SIGNATURE AND TITLE OF PERSON PREPARING THIS PROPOSAL DATE

SIGNATURE OF BOARD CHAIR OR PRESIDENT DATE



SULLIVAN COUNTY NH**Board of Commissioners' – DRAFT - FY13 Budget Review Schedule****Mon. April 2nd, Fri. 6th, Mon. 9th, Fri. 13th****Place: Newport – 14 Main Street, Commissioners' Conference Rm.**

Date / Department	Budget Presented By:	Time of Day
Apr 2 – Monday		
DOC*	Ross, L. Cunningham – Supt.	8:00 a.m. – 9:30 a.m.
Human Resources / Payroll*	Peter Farrand – Director	9:30 a.m. – 10:15 a.m.
Commissioners	Greg Chanis – Cnty Administrator	10:15 a.m. – 10:30 a.m.
County Administrator	Greg Chanis – Cnty Administrator	10:30 a.m. – 11:00 a.m.
Conservation District*	Lynn Brennan – District Manager	11:00 a.m. – 11:15 a.m.
County Treasurer	Greg Chanis – Cnty Administrator	11:15 a.m. – 11:30 a.m.
County Auditors	Greg Chanis – Cnty Administrator	11:30 a.m. – 11:45 a.m.
Capital Projects	Greg Chanis – Cnty Administrator	11:45 a.m. – 12:00 p.m.
	<i>Lunch Break</i>	
Woodhull County Complex/Court House and Human Services	Greg Chanis – Cnty Administrator	1:00 p.m. – 1:50 p.m.
Delegation	Greg Chanis – Cnty Administrator	1:50 p.m. – 2:05 p.m.
Fund 24 Grants	Greg Chanis – Cnty Administrator	2:05 p.m. – 2:30 p.m.
Apr 6 – Friday		
UNH Cooperative Ext*	Seth Wilner – Educator/Office Manager	8:00 a.m. – 8:30 a.m.
County Attorney*	Marc Hathaway – Attorney	8:30 a.m. – 8:45 a.m.
Facilities & Operations*	John Cressy – Director	8:45 a.m. – 10:00 a.m.
S.C. Health Care*	Ted Purdy – Administrator	10:00 a.m. to end of day
Apr 9 – Monday		
County Grants (Fund 10.861)	Detailed Schedule TBD	8:30 a.m. – 4:00 p.m.
Apr 13 – Friday		
Registry of Deeds*	Sharron King – Registrar	8:00 a.m. – 9:00 a.m.
Victim Witness Program*	Cindy Vezina – Coordinator	9:00 a.m. – 9:20 a.m.
Sheriff's Office*	Michael Prozzo – County Sheriff	9:20 a.m. – 10:20 a.m.

Sharon Callum

Appendix L

From: Andrew Goldschmidt <agoldschmidt@naco.org>
Sent: Friday, January 13, 2012 2:41 PM
To: sharonjc@sullivancountynh.gov
Subject: Important Announcement: NACo Prescription Discount Card Program Optional Revenue and Monthly Results

Dear Sharon:

The NACo Board of Directors, at its meeting in December, approved a proposal that will allow counties, state associations and NACo to receive revenue through the NACo Prescription Discount Card Program.

Counties that choose the revenue option would receive \$1 per prescription when the card is used to receive a discount and this will not affect our current savings level. Counties that do not want to receive revenue can continue with the existing program. Residents in counties that do not want to receive revenue would receive a slightly greater average discount when purchasing a prescription.

Over the next couple of weeks, you will receive an email notification from me detailing the two documents you will need to sign if you plan to initiate this optional revenue model. In addition, we will require a copy of your W-9. For those that choose not to receive revenue, you will not need to do anything to continue on with this great program.

For NACo and state associations, there will be an additional payment of a marketing fee to offset increasing marketing and staffing costs and this will not affect savings. A \$.50 marketing fee per prescription when the card is used to receive a discount would be paid to NACo for counties within a state in which the state association endorses the NACo program. NACo would pay that state association \$.40 per prescription when the card is used to receive a discount if the state association agrees to and complies with the terms and conditions of a marketing agreement signed by NACo and the state association.

For states that do not endorse the NACo program, NACo will receive a \$.10 marketing fee payment per prescription filled at a discount and will market the program according to provisions of an agreement between NACo and CVS Caremark, which partners with NACo to provide the program.

In addition, the NACo Prescription Discount Card Program results are now available through month-end December by doing the following:

go to <http://www.naco.org/rx> (note: some browsers will require you to cut and paste this IP address into your browser)

Login: PDCPN@Co

Password: D@cember

Login and Password are both "case sensitive"

The program has now saved \$448 million on 35.8 million prescriptions in more than 1,400 counties nationwide! If you have any questions, please feel free to email or call me and thank you for being a member.

Regards,

Andrew S. Goldschmidt, CAE, MBA
Director, Membership Marketing
NACo--National Association of Counties
25 Massachusetts Ave., NW, Ste. 500
Washington, DC 20001
Ph: 1-888-407-NACo (6226) ext. 221